

## Lawrencetown Village Clerk/ Treasurer Job Description

The Clerk /Treasurer is responsible to the Village Commission for the administrative activities/affairs of the Village as directed in the policies and/or by the Village Commission.

**Reporting to:** The Village Commission

### Administration Roles

Clerk /Treasurer will ensure the day to day administrative affairs of the village are operating in accordance with the stated goals, policies and procedures approved by the Village Commission. The Clerk/Treasurer ensures that Commission's policies as they relate to administration are implemented in an efficient and effective manner.

1. Communicate with village residents, explaining Village policies, procedures and programs. Provide advice on other government programs when necessary.
2. Draft agendas for Commission Meetings, prepare packets of related information.
3. Record all by-laws, resolutions, decisions and other proceedings of the Village Commission and if requested by any village commissioner, record the vote of every village commissioner voting on any matter.
4. Record the minutes of all Commission meetings, or meetings of the electors and circulate them to appropriate officials. Plan and direct the safekeeping of original and certified copies of all bylaws, policies and of all minutes of proceedings of the village commission.
5. Responsible Officer: Freedom of Information and Protection of Privacy Act (FOIPOP) Municipal Government Act. (MGA)
6. Draft and supervise the placement of legal notices on behalf of the Village Commission.
7. Draft correspondence and reports as directed by the Village Commission.
8. Research federal, provincial and municipal legislation, policies and programs and assess the impact on the Village as directed by the Commission.
9. Plan and maintain filing, and safekeeping of village documents.
10. Respond to requests for information or service from the public, other municipalities, and federal or provincial officials and maintain a log of such activities.
11. Clerk/Treasurer attends meetings as requested by the Commission and attends seminars/conferences as approved by the Commission.
12. Field public inquiries and direct them to the appropriate agency or if the concerns relate to Village activities direct them to the appropriate elected representative.
13. Draft press releases and other forms of communication to the media as directed by the Commission.

14. Communicate an accurate and positive image of the Village.
15. Act as public relations officer in cooperation with the Village Commission.
16. Maintains confidential files concerned with personnel and/or policy matters.
17. Work in conjunction with the Village Commission to create policies as required.

## **Financial Roles**

The Clerk/Treasurer provides oversight related to financial expenditures and budgets for the Village. These duties include preparation of the annual budget, and managing all receivables and payables of the Village.

1. Monitor the expenditures and collection of public funds by establishing and maintaining a computerized financial and management information system.
2. Implement accounting controls for assurance of the reliability of financial information.
3. Perform budgeting duties, including budget preparation, expenditure review and budget administration.
4. Ensure timely and accurate payment of financial obligations. Ensure that purchases are made in accordance with purchasing policies and procedures.
5. Manage general accounting activities to ensure proper posting of transactions and timely closing of the books in accordance with generally accepted accounting practices.
6. Manage payroll activities to ensure timely and accurate payment to authorized employees and elected representatives.
7. Prepare for and assist the municipal auditors in the yearly auditing function.
8. Issue receipts, complete bank reconciliations, perform general ledger functions, and prepare financial statements.
9. When directed by the Commission, identify federal, provincial, municipal or other funding sources to assist with the financing of capital projects. Responsible for submitting applications/documentation/claims to pursue the funding.
10. Administer Village insurance policies.
11. Process claims against the Village, maintaining files and log of claims, and coordinate claim response and handling with Village Solicitor and Insurance Agents under the direction of the Commission.

## Commission Elections Role

1. Act as returning officer in the administration of village elections.
2. Supervise the counting of the ballots, prepare statement of the poll, and declare the successful candidate(s).
3. When there is a tie at an election the Clerk/Treasurer shall determine the successful candidate by lot. ( as per the Municipal Elections Act - MEA)
4. Supervise the official recount of the ballots.
5. Develop and conduct the orientation program for newly elected representatives.